

## 1.0 Address and Street Naming Policy

The objective of the Address and Street Naming Policy is to:

- Provide an accurate system of property identification which is easily understood
- Assist emergency and delivery services
- Improve safety
- Accommodate the growth of additional numbers
- Provide high quality street names that reflect a positive image for the City of Quinte West

## 2.0 General

This document will be subject to revisions from time to time. The City of Quinte West reserves the right to make revisions having due regard for applications already in the review process. Individuals or groups affected accordingly will be notified by the City of Quinte West, and revisions will become effective on the date of notification.

**(Contents of this document are subject to change without further notice)**

## 3.0 References

In addition to the standards specified in this manual, Civic Numbering & Street Naming shall follow current standards and in conformance with the following standards, specifications or publications:

### Publications

- Ontario Provincial Standard Specifications
- City of Quinte West Official Plan

### Standards

City of Quinte West Standard Drawings  
Series – 1100 Address and Street Naming Policy

### Permits/Approvals

- City of Quinte West
- Hastings County
- Canada Post

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## 5.0 Street Naming

### 5.1 Process

The owner/developer shall submit a written list of proposed street names to as part of their Development Submission Package including:

- Their locations shown on a reduced 11 x 17 copy of the proposed plan of subdivision
- Background information regarding the proposed names

The proposed names will be reviewed by City Staff to determine if the proposed street names are in accordance with the City's Street Naming Criteria.

### 5.2 Criteria for Name Selection

People, places, events and things related to the City

### 5.3 Names to be Avoided

Similar sounding streets

Duplicates

Names that could be constituted as advertising

Re-use of former street names

Awkward, corrupt, discriminatory, or derogatory names, in regard to race, sex, color, creed, political affiliation, or other social factors.

### 5.4 Street Type Designations

| Classification                            | Criteria  |
|---|---|
| Drive, Trail, Way                         | Streets that are winding or curved                      |
| Circle                                    | Streets that are circular                               |
| Court, Place                              | Cul-de-sacs   |
| Crescent                                  | Streets that form a crescent                            |
| Gate                                      | Short street that provides an entrance to a subdivision |
| Lane, Mews, Close                         | Narrow streets, generally used for a service access     |
| Square                                    | Streets that form part of a square                      |
| Street, Avenue, Road, Boulevard           | Major thoroughfares or several blocks in length         |
| Terrace, Gardens, Grove, Pathway, Heights | Minor, short streets                                    |

## 6.0 House Numbering

Only civic numbering issued and approved by the City will be recognized.

Under no circumstances will a legal lot of record be assigned more than one civic number.

Streets with an established numbering pattern shall continue to use that numbering pattern. For new street installations, the right hand side of a street shall be assigned "EVEN" numbers, and the left side of the street shall be assigned "ODD" numbers, starting from the Arterial, Collector, or closest major road.

Only whole numbers will be assigned. If necessary, and renumbering of surrounding buildings is not an option, ½ numbers (e.g. 35 ½) or letters (35A, 35B) will be assigned as determined by the City.

#### 6.1 Subdivision / Urban Lots

For new subdivision developments, the City will provide the developer with a Civic Numbering Plan at the development submission package review stage.

For new urban lots, civic address numbering is completed by the City through a Road Entrance Application. Numbering is determined by either the location of the proposed road entrance or on a case-by-case basis.

#### 6.2 Rural Lots

Civic address numbering is determined on the location of the road entrance. All entrances must be located and constructed in accordance with current entrance standards as outlined in Section 4.0 Transportation in this manual.

Property owners wanting a civic address number must complete a Road Entrance Application including any applicable fees.

The default space for numbering is incremented in odd or even numbers for every 5m of frontage. E.g. 2, 4, 6, 8 or 3, 5, 7, 9.

### 7.0 **Sign Standards**

It is the developer's responsibility to arrange for the manufacture and installation of property numbering and street name signs as per the approved development plans.

The first number plate and post (if required) shall be supplied and installed by the City. All replacements or new numbers, plates or posts shall be of an equivalent material and grade as those initially supplied, with all costs and installation borne by the property owner.

The City of Quinte West currently uses B.M.R. Manufacturing Incorporated, Campbellford Ontario as its supplier for traffic control signs, including street name and property numbering signs.

#### 7.1 Municipal Civic Number Sign Standard

| Criteria     | Standard  |
|--------------|---|
| Size         | Varies – 7.8 Centimeters (3.5 inches) in height (minimum) |
| Material     | 16 Gal Steel, 0.064 Aluminum                              |
| Color        | Reflective White on Reflective Blue, Both Sides           |
| Hole Pattern | Center's 3., 3 1/3. (MTO), 4                              |
| Hole Size    | 2 - 1/8 (MTO), 2-5/16                                     |

|      |      |
|------|------|
| Post | TC-7 |
|------|------|

7.2 Municipal Street Sign Standard

| Criteria | Standard  |
|----------|---|
| Size     | Width – Varies Height – 8"                      |
| Material | 16 Gal Steel, 0.064 Extruded Aluminum           |
| Color    | Reflective White on Reflective Blue, Both Sides |

**8.0 Display of Civic Numbers**

For Buildings 10 meters (32.8 feet) or less from the road right-of-way, the number plate shall be installed:

- On the building facing the road right-of-way that is part of the municipal address;
- A minimum of 2 meters (6.6 feet) above the property grade;
- Such that there is an obstructed view of the face of the plate from the road right-of-way; and
- The number plate should be installed near an outside light when possible provided all of the above conditions are met.

For Buildings more than 10 meters (32.8 feet) from the road right-of-way, the number plate shall be installed:

- On an aluminum (2.54 cm x 2.54 cm) post located at the intersection of the driveway and the property line abutting the road right-of-way;
- At right angles to the road right-of-way;
- At a height of not less than 1.5 meters (5 feet) or more than 2 meters (6.6 feet) above the grade; and
- Such that there is an unobstructed view of the face of the road plate when viewed from either direction from the road right-of-way.